



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Benefits Administrator Memo**

**#05-07**

**To:** Benefits Administrators  
**From:** Mary P. Habel, Director  
State and Local Health Benefits Programs  
**CC:** All OHB  
**Date:** June 2, 2005  
**Re:** ·Revised Health Insurance Manual Dated June 1, 2005

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The revised Health Insurance Manual (HIM) is enclosed. It also will be available soon on the DHRM Web site at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) under Compensation and Benefits, Resources for Benefits Administrators, Handbooks and Manuals.

Included in the new HIM are the updates shown on the following chart. You will find it helpful to read the new manual in its entirety as numerous changes were made and this list is not all-inclusive.

Section	Updates
2.1 – Eligible Employees	<ul style="list-style-type: none"><li>• Added part-time faculty; additional information is forthcoming</li></ul>
2.5 - Medicare Benefits for Active Employees	<ul style="list-style-type: none"><li>• Clarification that reimbursement of Medicare Part B premium is available to covered dependents when Medicare becomes primary payer at the end of the ESRD coordination period</li></ul>
2.6 - Retiree Coverage	<ul style="list-style-type: none"><li>• General update</li><li>• Addition of other resources</li></ul>

2.7 - Extended Coverage	<ul style="list-style-type: none"> <li>• General update to include new notice requirements of May 2004 final regulations</li> <li>• Change time frame for generating Election Notice to 14 days from the date of coverage loss or date of notification of the qualifying event, as appropriate</li> </ul>
2.8 – HIPAA Certificates of Creditable Coverage	<ul style="list-style-type: none"> <li>• Replaced the old certificate with the new Certificate of Group Health Plan Coverage to be used immediately</li> </ul>
3.2 – Qualifying Mid-Year Events	<ul style="list-style-type: none"> <li>• Added information about allowable changes with a qualifying mid-year event</li> </ul>
4.0 Personal Changes	<ul style="list-style-type: none"> <li>• Added required documentation for qualifying mid-year events</li> </ul>
4.13 - Enrollees Eligible for Medicare	<ul style="list-style-type: none"> <li>• Removed information provided in other HIM sections and provided appropriate references to those sections</li> </ul>
5.3 – Leave of Absence without pay	<ul style="list-style-type: none"> <li>• General update to include required documentation</li> <li>• Included the change to allow continuation of health coverage for up to 24 months for participants on education leave without pay</li> </ul>
5.7 - Coverage at Retirement	<ul style="list-style-type: none"> <li>• General update</li> <li>• Added section addressing retirement from Military LWOP</li> </ul>
5.8 - Processing Retirement Benefits	<ul style="list-style-type: none"> <li>• General update</li> </ul>
5.10 - Death of Employee	<ul style="list-style-type: none"> <li>• General update</li> <li>• Added section addressing survivors of employees on Military LWOP</li> </ul>
5.14 - Virginia Sickness and Disability Plan/Long Term Disability	<ul style="list-style-type: none"> <li>• General update</li> <li>• Added sections addressing premium payments, Medicare eligibility, positive enrollment, LTD working, retirement from LTD and Medicare eligibility</li> </ul>